

# APPLICATION

## EMERGENCY IMMIGRANT EDUCATION PROGRAM

### FORMS WITH INSTRUCTIONS

**FISCAL YEAR 2002**

NEW JERSEY DEPARTMENT OF EDUCATION  
Office of Bilingual Education and Equity Issues



PTM # 1502.57

<http://www.state.nj.us/education>.

(*Select Grants. Select Entitlement Grants. Select EIEP*)

- Submit the original to the Office of Bilingual Education and Equity Issues
- Submit a copy to the Office of Grants Management and Development
- Application Due Date **August 29, 2001**

## INTRODUCTION

The Emergency Immigrant Education Act (EIEA), authorized by the Improving America's Schools Act of 1994 (P.L. 103-382, Title VII, Part C), established a grant for the FY 2001-2002 school year.

## PURPOSE

The purpose of this grant is to provide emergency immigrant education funding to provide high-quality instructions to immigrant children and youth and to help them with their transition into American society and meet the same challenging state performance standards expected of all students. On January 24, 2001, the department mailed a funding alert to all chief school administrators, seeking districts that met the eligibility requirements listed on that document. To be eligible for Emergency Immigrant Education Program (EIEP) funding, the combined elementary and secondary enrollment of public and nonprofit nonpublic schools within an LEA must meet one of the following criteria:

- The LEA must consist of at least 500 eligible immigrant pupils; or
- Eligible immigrant pupils must constitute at least 3% of the total combined public and nonpublic enrollment within the jurisdiction of the LEA.

A preliminary application listing the numbers of eligible students had to be completed by eligible local education agencies and submitted February 28, 2001. The EIEP application will be available on line for only those LEAs that submitted a preliminary EIEP application.

The application packet contains the following documents:

- Application Title page – including nonprofit private school
- Assurances and Certification page
- Objective Page – listing activities, timeframe, staff responsible, evaluation
- Budget Summary page
- Budget Detail page
- Amendment Application
- Final Report

These forms can be found on the Grants Management and Development web site at <http://www.state.nj.us/education> (*Select Grants; Select Entitlement Grants; Select Emergency Immigrant Education Program (EIEP)*).

## FEDERAL AND STATE REGULATIONS

### Budgetary Constraints

**1. Personnel Services (Employee Benefits 200-200): Employee Benefits in Federal Grant Programs 200-200:** All LEAs budgeting federal grant funds for salaries of full- and part-time staff, who participate in the Teachers Pension and Annuity Fund (TPAF), must also include TPAF and FICA contributions in the federal grant budget. A **minimum of 15 percent** (15%) of each salary or portion of a salary budgeted in the FY 2002 Application must be budgeted for TPAF/FICA benefits for employees who contribute to TPAF. For those employees who work for more than their base salaries, 7.65% must be allocated for FICA. Other benefits may also be budgeted; however, all TPAF/FICA and other fringe benefits must be budgeted in proportion to the allocated federal salary.

**2. Equipment:** Effective July 1, 2001, the capitalization threshold used by school district and charter schools in the State of New Jersey is increased to \$2,000. Revised pages 72 and 73 of *The Uniform Minimum chart of Accounts (Handbook 2R2) for New Jersey Public Schools* were attached to a memo that was sent by the Division of Finance, dated January 11, 2001. If a district business administrator needs clarification of whether an item should be classified as equipment or supply, he or she should confer with the district's auditor.

An equipment item is any instrument, machine, furniture, apparatus or set of articles that meets **all** of the following criteria:

1. It retains its original shape, appearance and character with use;
2. It does not lose its identity through fabrication or incorporation into a different or more complex unit or substance;
3. It is nonexpendable; that is, if the item is damaged or some of its parts are lost or worn out, it is more feasible to repair the item than to replace it with an entirely new unit;
4. Under normal conditions of use, including reasonable care and maintenance, it can be expected to serve its principal purpose for at least one year; and
5. The item costs more than \$2,000.

An item should be classified as a supply if it does not meet all the stated equipment criteria.

**3. Cash Management for Grants in Excess of \$50,000:** Pursuant to EDGAR 34 CFR, Part 80.20 (b)(7) Cash Management, the NJDOE is required to monitor grantees' cash on hand each fiscal year. The NJDOE has established procedures to ensure the receipt of reports of cash balances and cash disbursement in order to prepare and complete the accurate cash transactions to the USDOE.

During FY 2002, the cash-on-hand analysis will be conducted in March 2002. A Cash Analysis Report is forwarded to each LEA awarded federal entitlement funds in excess of \$50,000. During the review of the report, the amount of federal cash received and the expenditures incurred at a designated point in time are compared. **If cash on hand is in excess of one monthly payment, entitlement payments will be delayed until the LEA provides documentation that the issue is resolved.**

4. **Accounting Procedures:** Effective July 1, 1993, the NJDOE regulations require that all eligible recipients prepare budgets and submit expenditure reports according to the *Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools*, referred to as Chart of Accounts. The budget pages in all EIEP forms reflect the current coding of accounts consistent with those in General Accounting Administrative Principals (GAAP). A list of the Chart of Accounts and definitions for each code appears in the grant web site at <http://www.state.nj.us/njded/grants/entitlement/gaap.htm>.

## Budget Amendment Applications

An Amendment Application must be submitted when:

- the sum of all changes (measured cumulatively throughout the fiscal year) to an approved budget exceeds fifty thousand dollars (\$50,000) or 10 percent of the total approved budget, whichever dollar amount is less. **(Grant recipients are responsible for monitoring the cumulative 10 percent level of fiscal change);** or
- budget amendments will result in changes to the scope, objects(s) or timing of the program; or
- transferring funds from an approved line item category to an unapproved line item category; or
- changes occur in the intent for the use of the equipment or the program will be used. (If an eligible recipient only wished to purchase additional pieces of approved equipment without increasing the expenditure amount, a budget amendment is not required).

Final budget amendments for the grant period **must be submitted on or before May 31, 2002**. Amendment applications received after May 31, 2002 will not be considered for approval.

## Final Reports

A final report for the program is to be submitted 90 days after the completion of the project period, which is August 31, 2002. The final report forms are located in the New Jersey Department of Education web site at <http://www.state.nj.us/education>. (*Select Grants. Select Entitlement Grants. Select EIEP*).

When completing the final report, be sure to list the expenditures in the appropriate budget category columns approved in the application, or modified in the budget amendment.

The final report should be submitted on December 13, 2002, to:

Arturo Lopez, Acting Director  
Office of Bilingual Education & Equity Issues  
New Jersey Department of Education  
P.O. Box 500  
Trenton, New Jersey 08625-0500

New Jersey Department of Education  
Office of Bilingual Education and Equity Issues  
**EMERGENCY IMMIGRANT EDUCATION PROGRAM**  
**FY 2002**

**TIMELINES FOR EMERGENCY IMMIGRANT EDUCATION PROGRAM**

**FY 2002 Emergency Immigrant Education Programs**

- Original to Office of Bilingual Education and Equity Issues
- Copy to the Office of Grants Management and Development
- Due Date **August 29, 2001**

The following application and report must be submitted **ONLY** to the Office of Bilingual Education and Equity Issues on **or before** the dates listed below:

**FY 2002 EIEP Amendment Application**  
**FY 2002 EIEP Final Report**

**No later than May 31, 2002**  
**December 13, 2002**

**REMINDER** – Other reports that are due during this project period:

**FY 2001 Final Report**

**December 11, 2001**

Use only the forms distributed for this period. Contact the Office of Bilingual Education and Equity Issues for copies, if necessary.

You may also locate forms and guidelines through the New Jersey Department of Education web site at <http://www.state.nj.us/education>  
**Select Grants. Select Entitlement. Select EIEP.**

New Jersey Department of Education  
Office of Bilingual Education and Equity Issues  
**EMERGENCY IMMIGRANT EDUCATION PROGRAM**  
**FY 2002**

**TITLE PAGE**

1. LEA:		Project Code: EIEP _____ 02
2. Chief School Administrator:		
2a. Telephone #:	2b. FAX #:	
3. Project Director:	3a. Telephone #:	
	3b. FAX #:	
4. Address:	5. County Name:	
	5a. County Code:	
	Project Duration: <b>9/1/2001-8/31/2002</b>	
6. FY 2002 Allocation: \$	7. Board Approval Date For Application Submission:	

**II. NONPROFIT PRIVATE SCHOOLS**

**If you answer No to any question, provide an explanation on a separate page.**

1. Did the district contact nonprofit private schools to determine if there are eligible immigrant students that must be served?  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_
2. Were immigrant students enrolled in nonprofit private schools within the district included in the number of students reported in February?  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_
3. Will services be provided to eligible students enrolled in nonprofit private schools?  
**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

If YES, indicate the number of students to be served: \_\_\_\_\_

New Jersey Department of Education  
Office of Bilingual Education and Equity Issues  
**EMERGENCY IMMIGRANT EDUCATION PROGRAM**  
**FY 2002**

**III ASSURANCES AND CERTIFICATION**

The applicant hereby assures the New Jersey Department of Education that:

1. The funds will be used for the purposes of the law:
  - (a) to provide high-quality instruction to immigrant children and youth; and
  - (b) to help them with their transition into American society and meet the same challenging state performance standards expected of all students (IASA, 1994, Sec. 7301).
2. The applicant will coordinate the use of funds with Title I or programs assisted under Title VII: Part A (IASA, 1994, Sec. 7305 (a)(3)).
3. The control of funds for materials, equipment, and property repaired, remodeled, or constructed shall be in a public agency for the use and purposes of the EIEP, and a public agency shall administer the EIEP funds and property, (IASA, 1994, Sec. 7305 (a)(7)).
4. Services shall be provided by employees of the applicant or through contract with a person, association, agency, or corporation who or which is independent of such nonpublic elementary or secondary school and of any religious organization and shall be under the control and supervision of the applicant, and the funds provided shall not be commingled with State or Local funds (IASA, 1994, Sec. 7305 (a)(7)).
5. Parents will receive in an understandable manner and form, information about EIEP projects, and notices of opportunities for regular meetings for the purpose of formulating and responding to their recommendations. Parents shall be informed that they have the option to decline enrollment of their child in the program (IASA, 1994, Sec. 7502 (b)).
6. The applicant will comply with all Federal and State statutes and regulations relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352: 34 CFR Part 100) which prohibits discrimination on the basis of race, color or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, AND 1965-1686; 34 CFR Part 106), which prohibits discrimination on the basis of sex, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794; 34 CFR Part 104), which prohibits discrimination on the basis of handicaps, and; the Age Discrimination Act of 1975; as amended (42 U.S.C. 6101 et. Seq., 45 CFR Part 90), which prohibits discrimination on the basis of age.
7. The applicant shall provide, for the benefit of the immigrant students enrolled in the nonpublic elementary or secondary schools within the district served by the LEA, secular, neutral, and nonideological services, materials, and equipment necessary for their education. (IASA, 1994, Sec 7305 (a) (7)).
8. The applicant shall comply with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, as implemented for all classes of grantees at 34 CFR Part 86, Subparts A-E.
9. The applicant certifies that the combined elementary and secondary enrollment of public and nonprofit nonpublic schools within the LEA meets one of the following criteria:
  - (a) the LEA must consists of at lease 500 eligible immigrant pupils, or
  - (b) eligible immigrant pupils must constitutes at least 3% of the total combined public and nonpublic pupil enrollment within the jurisdiction of the LEA.

I certify that the information contained in the application is correct and complete; and that the LEA has authorized me, as its representative, to give the above Assurances and to file this application.

10. Chief School Administrator/Charter School Lead Person Signature:

Date:

New Jersey Department of Education  
Office of Bilingual Education and Equity Issues  
**EMERGENCY IMMIGRANT EDUCATION PROGRAM**  
**FY 2002**

**INSTRUCTIONS**

**TITLE PAGE**

NOTE: Complete individual project number with your LEA's four-digit district code.

Items 1-5a. Complete all district identifying information.

Item 6. Enter the FY 2002 allocation.

Item 7. Board Approval Date for Application Submission: Enter the date of board approval for submission of this application. **A board resolution must be attached if the application is submitted prior to board approval.**

**NONPROFIT PRIVATE SCHOOLS**

- Complete the nonprofit private school section by completing questions 1 through 3.

**ASSURANCES AND CERTIFICATION**

Item 10. Chief School Administrator reviews, signs and dates the Assurances and Certifications



New Jersey Department of Education  
Office of Bilingual Education and Equity Issues  
**EMERGENCY IMMIGRANT EDUCATION PROGRAM FY 2002**

**ACTIVITY PLAN**

**LEA:** \_\_\_\_\_

**Project Code: EIEP** \_\_ \_\_ \_\_ \_\_ **02**

**Goal:** \_\_\_\_\_

**Objectives:** \_\_\_\_\_

\_\_\_\_\_

Activities	Timeframe	Staff Responsible	Evaluation/Documentation

NOTE: This page may be duplicated as needed.

## INSTRUCTIONS FOR COMPLETING ACTIVITY PLAN

**Goals:** The following four EIEP Goals are required by law, provide objectives to meet these goals:

- to provide high-quality instruction to immigrant children and youth;
- to help the immigrant children with their transition into American society;
- to help the immigrant students meet the same challenging state performance standards expected of all children and youth (this includes ensuring that eligible immigrant limited english proficient (LEP) students are assessed properly; that instructional programs are aligned to the new Core Curriculum Content Standards; and, that teachers who serve these students receive appropriate training to meet their needs in addressing the Core Curriculum Content Standards) and
- to use the funds to pay for enhanced instructional opportunities for immigrant children and youth.

**Activities:** List the activities for goals for which funds will be used.

- Provide the timeframe for each activity, the staff responsible for completing the activities and the documentation that will be used to evaluate each activity.

# Provision Section 427 of General Education Provisions Act (GEPA)

Copy this page as needed

LEA: \_\_\_\_\_ Project # EIEP 02

County: \_\_\_\_\_

### **Provision Section 427 of General Education Provisions Act (GEPA)**

Incorporate in the activities the steps the district proposes to take to ensure equitable access to, and participation in, its federally assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disabilities, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students and teachers from such access to participate in, the federally funded project or activity.

The description in your application of steps to be taken to overcome these barriers need not be lengthy. Attach a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances in your objectives.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project.

The following examples may help to illustrate how an applicant may comply with Section 427:

- (1) An applicant who proposes to carry out an adult literacy project serving among others, adults with limited English proficiency, might describe how it intends to distribute a brochure about the proposed project to such potential participants in their native languages.
- (2) An applicant who proposes to develop instructional materials for classroom use might describe how it would make the materials available on audiotape or in Braille for students who are blind.
- (3) An applicant who proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course might indicate how it intends to conduct outreach efforts to girls to encourage their enrollment.

New Jersey Department of Education  
Office of Bilingual Education and Equity Issues  
**EMERGENCY IMMIGRANT EDUCATION PROGRAM FY 2002**  
**Budget Detail**

LEA Name: \_\_\_\_\_

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Project Number: EIEP - 02

<b>Expenditure Category</b>	<b>Function Object Codes</b>	<b>Description/Itemization</b>	<b>Family Literacy</b>	<b>Inservice Training Personnel</b>	<b>Academic Career Counsel</b>	<b>Basic Instr Serv</b>	<b>Ed Software Tech</b>	<b>Total</b>
		Totals:	\$	\$	\$	\$	\$	\$

INSTRUCTIONS FOR COMPLETING BUDGET DETAIL PAGE
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Use as many budget detail pages as needed.

Enter LEA name and project number.

Complete each column as described below for those costs to be fully or partially paid from EIEP:

**Expenditure Category column:** List the expenditure categories in the same order as they appear on the Budget Summary.

**Function Object Codes column:** List the appropriate GAAP codes as they appear in the Budget Summary.

**Description/Itemization column:** List/describe the items(s) to be funded in each category by the five (5) areas as defined in the Budget Summary instructions. For the salary categories, list each position **separately** by title. Indicate if the employee receives a summer/stipend pay.

**Note:** Employee benefits (200-200) Separate fringe benefits fall into two categories:  
Teacher's Pension and Annuity Fund (TPAF) and social security costs (FICA)  
Other fringe benefits such as health benefits and group insurance.

**A minimum of 15% of the budgeted salary for each TPAF member must be budgeted for TPAF and FICA Contributions.**

**Equipment:** The item costs more than \$2,000.

**Schoolwide Programs:** are programs in which Title I funds are used to upgrade the entire educational program of a high-poverty school and in which title funds may be combined from other federal, state and local sources. Programmatically, schoolwide programs must meet the "intent and purposes" of the program funds included in the school. In order to use the schoolwide function/Objective Codes these funds must be used for schoolwide reform strategies that increase the amount and quality of learning time and help provide an enriched and accelerated curriculum for all children, according to a comprehensive plan to meet the state's high standards. If you are applying under the Schoolwide Programs area, all the items will be listed under the Function Object Code 520-930 or 520-932.

**New Jersey Department of Education**  
**Offices of Bilingual Education and Equity Issues and Bureau of Planning and Entitlement Grants**  
**EMERGENCY IMMIGRANT EDUCATION PROGRAM**  
**BUDGET SUMMARY**  
**FISCAL YEAR 2002**

LEA: \_\_\_\_\_

PROJECT #: EIEP \_\_\_\_\_ 02

EXPENDITURE CATEGORY	FUNCTION OBJECT CODE	FAMILY LITERACY	INSERVICE TRAINING PERSONNEL	ACADEMIC CAREER COUNSEL	BASIC INSTR SERVICE	ED SOFTWARE TECH	TOTAL
<b>INSTRUCTION: Personnel Services - Salaries</b>	100-100						
Purchased Prof. & Tech. Serv.	100-300						
Other Purchased Services	100-500						
General Supplies	100-600						
Other Objects	100-800						
<b>SUBTOTAL INSTRUCTION</b>							
<b>SUPPORT SERVICES</b>							
Personnel Services - Salaries	200-100						
Personnel Services-Employee Benefits	200-200						
Purchased Prof.-Ed Services	200-300						
<i>Purchased Prof. - Ed. Serv.</i>	200-320						
Purchased Property Services	200-400						
Other Purchased Services	200-500						
<i>Travel</i>	200-580						
Supplies and Materials	200-600						
Other Objects	200-800						
<i>Indirect Costs</i>	200-860						
<b>SUBTOTAL – SUPPORT SERVICES</b>							
<b>FACILITIES ACQUISITION &amp; CONSTRUCTION SERV.</b>							
Buildings (Use Charge)	400-720						
Instructional Equipment	400-731						
Noninstructional Equipment	400-732						
<b>SUBTOTAL – FACILITIES ACQ &amp; CONSTR</b>							
Schoolwide Programs: Abbott	520-930						
Schoolwide Programs: <b>Abbott/Non-Abbott</b> (Mid-year cohort iii)	520-932						
<b>TOTAL PROJECT EXPENDITURES</b>							

LEA BUSINESS ADMINISTRATOR NAME \_\_\_\_\_

BUSINESS ADMINISTRATOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING PROJECT BUDGET SUMMARY

NOTE: Refer to the Uniform Minimum Chart of Accounts distributed by NJDOE for specific instructions regarding classification of expenditures within category headings. The categories and examples are on the department's web site at: [www.state.nj.us/education](http://www.state.nj.us/education) (*Select Grants. Select Entitlements. Select EIEP.*)

### **Personnel Services – Employee Benefits in Federal Grant Programs 200-200**

All LEAs budgeting federal grant funds for salaries of full- and part-time staff, which participate in the Teachers Pension and Annuity Fund (TPAF) must also include TPAF and FICA contributions in the federal grant budget. A **minimum of 15 percent** (15%) of each salary or portion of a salary budgeted in the FY 2002 Application must be budgeted for TPAF/FICA benefits for employees who contribute to TPAF. For those employees who work for more than their base salaries, 7.65% must be allocated for FICA. Other benefits may also be budgeted; however, all TPAF/FICA and other fringe benefits must be budgeted in proportion to the allocated federal salary.

1. Complete the district information
2. Select the appropriate column for the services to be provided. The definitions for each of the areas follows:
  - Family Literacy: Includes parents' outreach and training activities designed to assist parents to become active participants in the education of their children.
  - Inservice Training Personnel: Includes salaries of personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth.
  - Academic Career Counseling: Includes tutorials, mentoring, and academic career counseling for immigrant children and youth.
  - Basic Instructional Services: Includes the costs of providing additional classroom supplies, overhead costs, cost of construction, acquisition or rental of space, costs of transportation, or such costs as are directly attributable to the presence in the school district of immigrant children; and,
  - Educational Software Technology: Includes identification and acquisition of curricular materials, educational software and technologies to be used in the program.
3. Total the columns both vertically and horizontally. The total must equal the entitlement amount on page 1.
4. The LEA Business Administrator must sign and date the bottom of this page.